

U.S. DEPARTMENT OF ENERGY
NEVADA OPERATIONS OFFICE

POLICY

NV P 311.X1

DMC

Approved: 10-8-99
Review Date: 10-8-01
Expires: 10-8-03

**DOE NEVADA OPERATIONS OFFICE
(DOE/NV) EQUAL EMPLOYMENT
OPPORTUNITY (EEO)
POLICY STATEMENT**



INITIATED BY:
**Office of Quality Leadership and
Diversity**

**DOE NEVADA OPERATIONS OFFICE (DOE/NV) EQUAL EMPLOYMENT
OPPORTUNITY (EEO) POLICY STATEMENT**

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PURPOSE

This Policy is established to affirm DOE/NV's commitment to provide equal employment opportunity in the employment of its employees or applicants for employment, by promoting the full utilization of employee's/applicant's knowledge, skills, and abilities without regard to sex, color, race, age, national origin, religion, physical or mental disability, or sexual orientation.

CANCELLATION

NV P 311.3, DOE NEVADA OPERATIONS OFFICE (DOE/NV) EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT, dated 3-23-99.

SCOPE

The provisions of this Policy statement apply to all DOE/NV employees and applicants for employment.

REFERENCES

Public Law 88-352, the "Civil Rights Act of 1964," Title VII, as amended; Public Law 90-2-2.

"Age Discrimination in Employment Act of 1967," as amended; Public Law 93-112.

"Rehabilitation Act of 1973," as amended; Public Law 95-454.

"Civil Service Reform Act of 1978"; Executive Order 11478.

"Equal Opportunity in the Federal Government"; Title 5, Code of Federal Regulations (C.F.R.), Part 720.

"Federal Equal Opportunity Recruitment Program"; Title 29, C.F.R., Part 1607.

"Uniform Guidelines on Employee Selection Procedures"; Title 29, C.F.R., Part 1608.

"Affirmative Action Appropriate Under Title VII of the Civil Rights Act of 1964," as amended.

Title 29, C.F.R., Part 1614, "Equal Employment Opportunity in the Federal Government."

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POLICY

DOE/NV is fully committed to promoting an atmosphere that fully utilizes the talents and capabilities of its diverse workforce. It is our policy to:

- Provide EEO for all employees and applicants for employment without regard for race, color, sex, religion, national origin, age, mental or physical disability, or sexual orientation.
- Implement continuing Affirmative Employment Programs (AEP) to create and maintain a diverse workforce.
- Ensure that the principles of EEO are applied to, and are an integral part of, every DOE/NV personnel policy and practice affecting the employment, development, advancement, and treatment of all employees.
- Provide for the prompt, fair, and impartial processing of complaints of discrimination.
- Promote a work environment that is not intimidating, hostile, or offensive because of an employee's race, color, sex, religion, national origin, age, mental or physical disability, or sexual orientation.
- Value diversity by fully utilizing the talents and abilities of our employees.
- Promote respect, understanding, and appreciation for diversity.

RESPONSIBILITIES

If an employee or applicant for employment, believes that he/she has been subjected to discrimination on the basis of their race, color, sex, religion, national origin, age, mental or physical disability, or sexual orientation in any employment action, he/she needs to contact an EEO Counselor within 45 calendar days of the alleged discriminatory action.

Achieving the full realization of this policy requires the support and commitment of every manager, supervisor, team leader, and employee. The implementation of EEO and AEP policies is delegated to each manager, supervisor, and team leader by ensuring

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that management decisions affecting employees are based on the principles of merit, we can create and maintain a workplace which values employees and is free from discrimination and harassment.



Kathleen A. Carlson
Manager